



22 May 1970

Work within the Analysis Phase of the Staffing System has resulted in the determination that several of the data items currently retained in the T/O Master should be eliminated. The following is a listing of these data items and the reasons for their deletion.

1) MANS CODE. With the exception of the sub-category portion, this code is no longer used and serves no valid purpose. A memorandum from OPPB has been received approving the deletion of this data item.

2) TITLE CODE. This code is currently used to identify the associated organizational level of a 'Header Record'. The proposed Staffing System will have as a part of its Master File an organization code which will allow for the identifying of organizational levels down to the subunit level. Since the organization code will identify the associated level of an organizational unit, the TITLE CODE is no longer necessary.

3) CRNTAUTH. A three character code denoting whether the position is 'fixed' or 'flexible'. If 'flexible', the code contains 'X/*' denoting that the position can be incumbered by more employees than the planned incumbency. If 'fixed', the code contains the number of incumbents allowed in a position (CRNTAUTH is then always equal to PLANINC). The proposed Staffing System will contain a one character code to denote whether the position is fixed or flexible. Any numbers concerned with the incumbency of a position can be obtained from the PLANINC data item without repeating the data in the CRNTAUTH field.

4) SG-OO. Until 1 April 1970 the practice of identifying Supergrade positions by 'SG' and Station, Base Chiefs and project positions by 'OO', in lieu of the grade has been used in the Staffing Complements of the Agency. The original concept of masking grades of these positions was the result of strong feelings by

Clandestine Service officials concerning the personnel rank assignment of key personnel. However, since the Agency has reached the point where personnel rank assignments are accepted and understood by all, it was felt that it was unnecessary to continue this practice. A memorandum from the Office of Personnel has been received approving the discontinuance of designating positions as 'SG' or 'OO'.

5) POSTOTAL. This field is currently used to store manual totals that are maintained by the coding clerk. These totals indicate the total planned incumbency for various types of positions within an office and are printed on various Staffing reports for use by the components. The proposed Staffing System will automatically maintain these totals without the inputting of the totals from the coding clerk.

SECRET

(When Filled In)
 Approved For Release 2001/08/07 : CIA-RDP78-07181R000200010023-1

RECORD FORMAT DESCRIPTION				DATE		PAGE OF PAGES	
SYSTEM NAME STAFFING				PROJECT NO. AND NAME 25426 STAFFING		PROGRAM	
MASTER		NAME		FILE NAME		DATE NAME PREFIX	
TRANSACTION							
RECORD SIZE		BLOCK SIZE		DENSITY		PREPARED BY	
						<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div>	
				LABELS YES NO			
FIELD NO.	FIELD NAME	FIELD LENGTH	T Y P E	J U S T	FIELD DESCRIPTION		REFERENCE
	TITLECOD	1A			<u>TITLE CODE</u> A code denoting the level of the associated organizational title. i.e., Office, Division, etc. NOTE: This code is used only with header records.		M&P Code Manual Tab 1E

25X1A

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MASTER		NAME		FILE NAME		DATE NAME PREFIX	
TRANSACTION							
RECORD SIZE		BLOCK SIZE		DENSITY		PREPARED BY	
						25X1A	
LABELS		YES		NO			
FIELD NO.	FIELD NAME	FIELD LENGTH	T Y P E	J U S T	FIELD DESCRIPTION		REFERENCE
	CRNTAUTH	3X			<p><u>CURRENT AUTHORIZATION</u></p> <p>A code that denotes whether the position is 'fixed' or 'flexible'</p> <p>1) If 'flexible', contains an asterisk (*) denoting that the position can be incumbered by more employees ^{THEN} the planned incumbency.</p> <p>2) If 'fixed', contains numerics denoting that the position <u>cannot</u> be incumbered by more employees than the planned incumbency (the number in CRNTAUTH would be equal to the number in PLANINC).</p>		

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